

## DAY OF MOURNING ON JANUARY 2, 2007

President George W. Bush has declared Tuesday, January 2, 2007, a National Day of Mourning to honor former President Gerald R. Ford. The President has issued an Executive order to close Federal offices and excuse all Federal employees from duty for the scheduled workday on that day, except those who cannot be excused for reasons of national security, defense, or other essential public business.

The Office of Personnel Management (OPM) has advised that Tuesday will be treated as a holiday for pay and leave purposes. Employees who were previously scheduled to take annual leave on January 2, 2007, will not be charged annual leave (or any other form of paid leave, compensatory time off, or credit hours) for that day. If an employee has scheduled use or lose annual leave for January 2, 2007, and is unable to reschedule that leave for use before the end of the leave year, January 6, 2007, the leave will be forfeited. When use or lose leave is forfeited under these conditions, **there is no authority that permits restoration of the leave.**

Employees are reminded that they may donate leave which would otherwise be forfeited to employees on the Voluntary Leave Transfer Program. In order to donate use-or-lose leave, requests must be submitted no later than January 6, 2007.

ATAAPS will be modified to show Tuesday as a holiday (code LH). Time and Attendance keepers will need to make the entries for the holiday on those employees' time cards whose AWS day off is that day. Employees who are in a travel status on Tuesday should be reported in a duty status and are eligible for holiday premium pay. Questions regarding individual situations should be directed to the Federal Human Resources Branch